



TO All Inmates
 FROM John E. Wetzel
 Secretary of Corrections
 DATE September 7, 2018
 RE Changes to Mail Procedures

Quincy V. Wetzel
4:18-CV-00361

Clk of Court

FILED
SCRANTON

SEP 24 2018

PER *Amo*
DEPUTY CLERK

Inmate Mail Processing Changes

Please be advised that all non-privileged inmate mail will no longer be accepted at Department of Corrections facilities. All such inmate mail must be sent to the following address to be processed for delivery, utilizing existing DOC mail rules:

Smart Communications/PADOC
 Inmate Name/Inmate Number
 Institution
 PO Box 33028
 St Petersburg, FL 33733

EXAMPLE:

Smart Communications/PADOC
 Joe Jones/AB1234
 SCI Camp Hill
 PO Box 33028
 St Petersburg, FL 33733

*This is the new
 mail process so if there
 any delay*

Envelopes must include a return address. Photos will be limited to 25 per mailing. Any mailing received with more than 25 photos will be returned to sender. Smart Communications acting as the Department's contracted inmate mail processor will scan the original mail. Facility Staff will print electronic copies of the original mail and deliver it to the intended recipient.

Legal Correspondence

These procedures do not affect the processing of inmate legal mail (privileged correspondence under DC ADM 803). Inmate legal mail should still be addressed to the appropriate prison for delivery. Department staff will continue to open legal mail in the presence of the inmate to whom it is addressed. Moving forward, inmate legal mail will then be photocopied in the presence of the inmate. The photocopy will be provided to the inmate. The original will be sealed and securely stored in the presence of the inmate. The original documents will be securely destroyed after 15 business days.

Policy updates incorporating these changes are forthcoming.

Thank you.

Sincerely
M. Turner
AM 5992

Smart Communication / PADOL
William D. Lerner AM5992
561 Frackville
P.O. Box 33028
St Petersburg, FL 33733

RECEIVED
SCRANTON

SEP 24 2018

PER

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Hasler
09/20/2018
US POSTAGE \$000.47

INMATE MAIL
PAID BY DEPT OF
CORRECTIONS

Clayton J. Boud

ZIP 17932
011E12650639

St. Michael's District Court

P.O. Box 1148

Scranton, Pa. 18501

1850131148 BOSS

